***Paul Wilhelm B. Bongcayo***

***Kristian Joy K. Adolfo***

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1. Make tables
2. Make columns
3. Make calendars
4. Make letter
5. Design layouts
6. Design Pages
7. Insert pictures
8. Insert Graphs
9. Insert shapes
10. Insert charts
11. Use equations
12. Insert hyperlinks
13. Adding Word arts
14. Insert textbox
15. Insert date and time boxes
16. Insert objects
17. Insert clip arts
18. Insert bullet options
19. Add colors
20. Add background color
21. Change styles and styles sets of font
22. Auto correct grammar and spelling
23. Edit line spacing
24. Edit paragraph spacing
25. Edit fonts
26. Change case
27. Use bold letters options
28. Use Italicize letters options
29. Use Underline letters options
30. Use indents
31. Edit indents
32. Copy and paste
33. Can save :)